

Family Literacy Event Post-Event Evaluation

Name: _____

Contact: _____

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Post Event Evaluation	WHO - WHAT - WHEN - WHERE - HOW?
Did we promote family literacy?	
<input type="checkbox"/> Did families attend? What approximate percentage?	
<input type="checkbox"/> Was our event family friendly? Were families included and encouraged? In what ways?	
<input type="checkbox"/> Specifically, how did we promote family literacy?	
<input type="checkbox"/> What was "praise worthy" about our event regarding family literacy?	
<input type="checkbox"/> What improvements could be made for promoting family literacy at future events?	
Was our event well planned & executed?	
<input type="checkbox"/> Did we have enough calendar days to accomplish the tasks? How were we lacking here?	
<input type="checkbox"/> Did we have a sufficient number of Team Leaders to accomplish our tasks? How were we lacking here?	
<input type="checkbox"/> Did we have enough volunteers? How were we lacking here?	
<input type="checkbox"/> Did we do enough PR and have sufficient promotional materials? How were we lacking here?	
<input type="checkbox"/> Were both parents and staff involved in planning the event? How can that improve?	
<input type="checkbox"/> Did we have any planning team conflicts? What were they? Could the conflicts have been avoided?	
<input type="checkbox"/> Describe how conflicts were handled correctly.	
<input type="checkbox"/> Describe how conflicts were mishandled. What would we do differently next time?	
<input type="checkbox"/> Did we have any guest "performers"? Would we invited them back for another event? Why? Why not? What do we want in a future guest?	
<input type="checkbox"/> Did we meet our budgetary goals? What did we learn here?	
<input type="checkbox"/> Did we have some great ideas that we would repeat at future events if appropriate? Which ones?	
<input type="checkbox"/> Would we repeat this event in the future? List: what we would repeat and what we would change.	
<input type="checkbox"/> What are some of the specific things we learned from this event as a group? As individual leaders?	